

Recommended Resource List: Job Hunting Skills: Exploring Careers, Resume Writing, Interviewing, Salary Negotiation

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Audiobooks

The Don't Sweat Guide to Your Job Search [Finding a Career You Really Love].

Roseland, NJ: Listen & Live Audio, 2004. Call number: [SR CD 650.14 Don](#)

Books

Blair, Kendall. **The Most Important Questions to Ask on Your Next Job Interview: Insider Secrets You Need to Know.** Ocala, FL: Atlantic Pub. Group, 2007. Call number: [650.144 Blai](#)

Bolles, Richard Nelson. **What Color Is Your Parachute? a Practical Manual for Job-Hunters & Career-Changers, 2008 ed.** Berkeley: Ten Speed, 2006. Call number: [650.14 Boll](#)

DeLuca, Matthew J. **Perfect Phrases for Negotiating Salary and Job Offers: Hundreds of Ready-to-use Phrases to Help You Get the Best Possible Salary, Perks, or Promotion.** New York: McGraw-Hill, 2007. Call number: [650.14 DeLu](#)

Enelow, Wendy S. **Cover Letter Magic: Trade Secrets of a Professional Resume.** 3rd ed. Indianapolis, IN: JIST Works, 2007. Call number: [650.142 Enel](#)

Enelow, Wendy S. **No-Nonsense Cover Letters: the Essential Guide to Creating Attention Grabbing Cover Letters That Get Interviews and Job Offers.** Franklin Lakes, NJ: Career Press, 2007. Call number: [650.142 Enel](#)

Enelow, Wendy S. **No-Nonsense Resumes: the Essential Guide to Creating Attention Grabbing Resumes That Get Interviews and Job Offers.** Franklin Lakes, NJ: Career Press, 2006. Call number: [650.142 Enel](#)

Farr, J. Michael. **America's Top 101 Jobs for People without a Four-year Degree: Detailed Information on Good Jobs in Major Fields and Industries.** Indianapolis: JIST, 2005. Call number: [331.702 Farr](#)

Farr, J. Michael. **Next-day Job Interview: Prepare Tonight and Get the Job Tomorrow.** 2nd ed. Indianapolis, IN: JIST Works, 2009. Call number: [650.144 Farr](#)

Kennedy, Joyce Lain. **Job Interviews for Dummies.** 3rd ed. Hoboken, NJ: Wiley Pub., 2008. Call number: [650.144 Kenn](#)

Krannich, Caryl. **Nail the Job Interview! 101 Dynamite Answers to Interview Questions.** 6th ed. Manassas Park, VA: Impact Publications, 2007. Call number: [650.144 Kran](#)

Krannich, Ronald L. **The Blue-collar Resume & Job Hunting Guide: Secrets to Getting and Keeping the Job You Really Want.** Manassas Park, VA: Impact Publications, 2007. Call number: [650.14 Kran](#)

Mayer, Dale. **How to Write & Design a Professional Résumé to Get the Job: Insider Secrets You Need to Know.** Ocala, FL: Atlantic Pub. Group, 2008. Call number: [650.142 Maye](#)

Meier, Robert. **The World's Greatest Resumes: Introducing the World's First Resume Rater.** Berkeley, CA: Ten Speed Press, 2005. Call number: [650.142 Meie](#)

Noble, David F. **Gallery of Best Résumés: a Collection of Quality Résumés by Professional Résumé Writers.** 4th ed. Indianapolis, IN: JIST Works, 2007. Call number: [650.142 Nobl](#)

Piotrowski, Katy. **The Career Coward's Guide to Interviewing: Sensible Strategies for Overcoming Job Search Fears.** Indianapolis, IN: JIST Works, 2007. Call number: [650.144 Piot](#)

Podmoroff, Dianna. **501+ Great Interview Questions for Employers and the Best Answers for Prospective Employees.** Ocala, FL: Atlantic Pub. Group, 2005. Call number: 650.144 Podm

Yate, Martin John. **Knock 'em Dead 2006.** Boston: Adams Media, 2005. Call number: 650.14 Yate

Videos/DVDs

Career Assessment: Finding a Career That Fits. 24 min. LINX Educational Publishing, 2005. DVD. Call number: VC DV 331.702 Care

Career Exploration and Planning: What Will I Do with My Life? 25 min. Linx Educational Publishing, 2003. Video. Call number: VC 331.702 Care

Effective Interviewing Skills: Strategies That Get Results! 30 min. JIST Publishing, 2000. Video. Call number: VC 650.14 Effe

Identify Your Skills! a Job Search Essential. 25 min. JIST Publishing, 2000. Video. Call number: VC 650.14 Iden

Interviewing (Workplace Essential Skills, program 5). 29 min. KET, 1998. Video. Call number: VC 650.14 Work

Making a Good Impression: Resumes, Interviews and Appearance. 21 min. Human Relations Media, 2003. DVD. Call number: VC DV 650.14 Maki

Matching Skills and Jobs (Workplace Essential Skills, program 2). 29 min. KET, 1998. Video. VC 650.14 Work

Planning to Work (Workplace Essential Skills, program 1). 29 min. KET, 1998. Video. Call number: VC 650.14 Work

Resumes, Tests & Choices (Workplace Essential Skills, program 4). 29 min. KET, 1998. Video. Call number: VC 650.14 Work

Quick Video Guide to Salary Negotiation. 30 min. Jist Works, 2000. Video. Call number: VC 650.144 Quic

Shifting Gears, Changing Careers. 15 min. Her Own Words, 2004. Video. Call number: VC 331.4 Shif

Your Resume: First They Must See You in Writing! 23 min. Linx Educational Pub., 2003. Video. Call number: VC 650.142 Your

Websites

http://www.managementhelp.org/career/seek_job.htm

Free Management Library: Looking for a Job offers information on different perspectives of looking for a job in both nonprofit and for-profit sectors. The information was assembled by Carter McNamara, MBA, PhD. Last accessed on November 13, 2008.

<http://www.managementhelp.org/career/career.htm>

Free Management Library: Career Development offers information on different perspectives of career development, such as career planning, dressing for success and networking. The information was assembled by Carter McNamara, MBA, PhD and applies to nonprofits and for-profits. Last accessed on November 13, 2008.

<http://jobera.com/job-search-skills/salary-negotiations.htm>

JobERA offers a process to simplify salary negotiations. Last accessed on November 13, 2008.

<http://interview.monster.com/>

"Monster Career Advice: Get the Job: Interview" offers advice, essays, and resources on interviewing including preparation and follow-up. Last accessed November 13, 2008.

http://www.quintcareers.com/job_interviews/

Quintessential Careers. "Job Interviewing Tutorial for Job-Seekers" is a free tutorial designed to help the interviewee become more knowledgeable about all aspects of job interviews, from the importance of establishing rapport, to nonverbal cues, to types of interviews and types of interview questions (and how to best answer them). Last accessed November 13, 2008.

<http://www1.umn.edu/ohr/careerdev/resources/resume/>

ResumeTutor from the University of Minnesota Office of Human Resources offers a step-by-step guide designed to make resume writing easier. Last accessed on November 13, 2008.

<http://www.salary.com>

Salary.com offers the latest information on compensation and benefits. The Salary Wizard allows users to figure the prevailing pay rate for a job by inputting an industry, an occupation, and a zip code. Last accessed on November 13, 2008.